



***Frederick County Division of Solid Waste & Recycling
Outreach Program Request Form***

Contact: Paul Varga, Communications Manager
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*****Please email completed form at least three weeks in advance of the program being requested.*****

Request for Program, Display, Speaker or Participation in an Event	
Organization Information	<p>Name of Organization:</p> <p>Please tell us about your organization:</p>
Event Information	<p>Date: Start Time: End Time: Location:</p> <p>This Event is A: <input type="checkbox"/> Special event. <input type="checkbox"/> Part of a Regular Meeting</p> <p>Does the event have sponsors? If so, please list:</p> <p>What age group will be attending this event (<i>Check all that apply</i>) <input type="checkbox"/> Under 5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-15 <input type="checkbox"/> 16-24 <input type="checkbox"/> 25-64 <input type="checkbox"/> 65+</p> <p>Will this event feature any accommodations that you would like us to know about? (I.E; Sign Language interpretation, visual, sensory, etc.)? If so please specify:</p> <p>Point of Contact for Event: Name: Title: Best Number Day of Event:</p>
Type of Service Requested (check all that apply):	<p><input type="checkbox"/> Display/Booth</p> <p><input type="checkbox"/> Speaking engagement, at host's site</p> <p><input type="checkbox"/> Tour of DSWM Facilities (at landfill and transfer station site). <i>For tours: We can only provide a vehicle to accomodate 13 people. Larger groups will need to provide their own bus.)</i></p> <p><input type="checkbox"/> Demonstration/Hands-on Activity (generally for smaller groups)</p> <p><input type="checkbox"/> Youth Program</p> <p><input type="checkbox"/> Other – specify:</p>

Topic Requested (check all that apply):	<input type="checkbox"/> Residential/individual efforts <input type="checkbox"/> Organizational/workplace efforts <input type="checkbox"/> Waste Management in Frederick County (history and current programs & services) <input type="checkbox"/> How Recycling Works (the big picture, from curb to marketplace) <input type="checkbox"/> Plastics 101 (a deep dive into the most complex category of recyclable material) <input type="checkbox"/> How & Why to Reduce and Reuse <input type="checkbox"/> Reducing Food Waste <input type="checkbox"/> Composting <input type="checkbox"/> Paper Recycling/ Making Paper Lab Activity <input type="checkbox"/> Other interests– please specify:
Estimated Numbers Attending Event: (if known):	Youth (18 and under): Adults (18-65): Seniors (65+): Pertinent Info:

Event Logistical Details	
Event Logistics:	<p>Event Host Will Provide the Following (Check all that apply)</p> <input type="checkbox"/> Audio visual equipment (projector, speakers, laptop, etc.) <input type="checkbox"/> Viewing screen/surface <input type="checkbox"/> Electric outlets, extension cords <input type="checkbox"/> Tables <input type="checkbox"/> Tablecloths <input type="checkbox"/> Chairs <input type="checkbox"/> Other – please specify:
Materials Requested From the Office of Recycling:	<p>Will the event require any masking or other preventive health measures? (If so, specify):</p> <p>Requested Set Up Time: Requested Set Up Date (If Different than Event Date):</p> <p>Reserved Parking?:</p> <p>Additional Set-Up Information:</p> <input type="checkbox"/> Loan of event recycling containers (<i>separate reservation form required!</i>) <input type="checkbox"/> Compost bins for sale (\$25 each, payable by check only, made out to Frederick County Treasurer) <input type="checkbox"/> Business recycling poster (up to 5 copies) <input type="checkbox"/> "Show & Tell" samples of recyclable/non recyclable materials <input type="checkbox"/> Other – please specify: